

Secure Site Advanced



DIVISION OF ACCOUNTABILITY SERVICES

TINA FOOTE, SECURE SITE ANALYST

KAYLEE SCOTT, USER INTERFACE ADMINISTRATOR

State Assessments



- Kindergarten Entry Assessment (KEA) – Fall
- Interim, Grades K-2 – Spring
- WIDA, Grades K-12 – Spring
- W-APT, Grades K-12 – Ongoing
- SAT (College Entrance Exam), Grades 11, 12 – Spring
- WorkKeys (Workskills Assessment) Grades 11, 12 – Spring
- M-STEP, Grades 3-8 and 11 – Spring
- MI-Access, Grades 3-8 and 11 – Spring
- PSAT, Grades 9, 10 - Spring

How do we use MSDS Data?

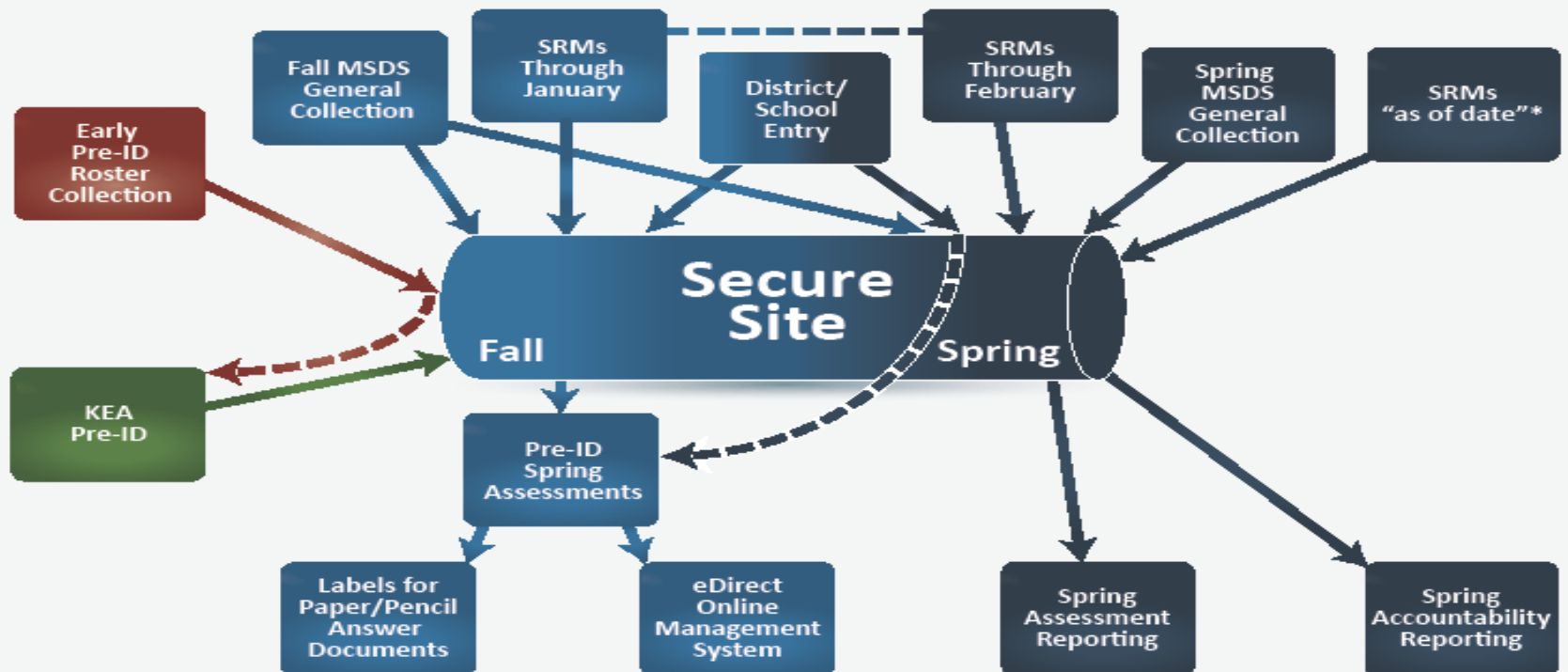


- Pre-Identification
- Assessment and Accountability Reporting
- Sounds easy, right?

How do we use MSDS Data?



MSDS/Secure Site Data Flow



*The "as of date" used by DAS changes yearly. Watch for communications to ensure you have the correct at the end of the "as of date."

IMPORTANT NOTE: Although data from the Michigan Student Data System (MSDS) flows from MSDS to the Secure Site, it never goes back from the Secure Site to MSDS. The only way to get data into MSDS is to submit it in MSDS.

Student Demographic - Mass Update



- Function can be used for adding, removing, or changing Class/Group Codes and Research Codes
 - What are Class/Group Codes?
 - What are Research Codes?
- Function can be used to add MI-Access FI, P and SI test cycle to appropriate students
- Function can be used to change students testing online to paper/pencil and from paper/pencil to online
- Function can be used to un-assign (remove) students from the test cycle
- Function can be used to move students from one school to another school
- Function can be used to change students grade level

Accountable Students & Test Verification



- Verification of Enrollment for Accountability Purposes
 - The last opportunity to verify and update student enrollment and demographics in MSDS
 - Students enrolled in the school in MSDS and will be included in accountability
 - SRMS can update MSDS after the general collection through the designed window provided by DAS (after testing) for assessment and accountability reporting
 - Check for homeschooled and nonpublic school students on the list
 - ✦ Homeschooled students must have a residency code of 07 or 15 in MSDS to be excluded from accountability
 - ✦ Nonpublic school students must have a residency code of 04 or 08 in MSDS to be excluded from accountability

Accountable Students & Test Verification



- Students who exit must have an exit date in MSDS
 - ✦ A zero FTE does not remove the student from accountability calculations.
- Potential Enrollments in MSDS
 - ✦ Students tested but not enrolled in school in MSDS
 - ✦ If the student did test and exited, that is correct and nothing needs to be done in MSDS.
 - ✦ If the student was enrolled, enrollment record needs to be submitted in MSDS.
- Potential Exits in MSDS
 - ✦ Students did not test but were enrolled in school in MSDS
 - ✦ If the student was enrolled but did not test for any reason, this is correct and nothing needs to be done in MSDS.
 - ✦ If student did exit prior to or during testing, the student needs to be exited in MSDS.
- DAS cannot systematically identify all possible issues.

Accountable Students & Test Verification



- Unresolved UICs

- Student unique identifier codes (UIC) are unique to a student
- Secure Site matches up nightly with MSDS
- Matched by first name, last name, and DOB
- If not matched or if student has more than once UIC number, it may show as unresolved on the Secure Site
 - ✦ Will be highlight on the Pre-ID Student report
- Ensure the first name, last name and DOB match between MSDS and Secure Site.
- Ensure student does not have more than one UIC in MSDS.

UIC



- Use the Potential Enrollments in MSDS and Potential Exits in MSDS to help identify students with multiple UIC numbers.
 - Students would show up on both list with two different UIC numbers
- A link request needs to be submitted in MSDS for students with multiple UIC numbers.
- UIC number issues can affect accountability reporting.
- DAS cannot systemically help identify all possible UIC issues.

Accountable Students & Test Verification



- Student demographics
 - Limited English Proficient (LEP) – student is identified in an LEP program in MSDS
 - ✦ Students are LEP for the full school year. Once exited, they will not be required to take EL assessment (WIDA) the following school year.
 - ✦ WIDA is a test for EL students only - if student is not marked as LEP in MSDS, the test will be invalidated.
 - Formerly Limited English Proficient (FLEP) – student is identified as FLEP for two school years after the LEP exit date in MSDS

Accountable Students & Test Verification



- Special Education (SE) – student is identified in a SE program in MSDS
 - ✦ This includes speech.
 - ✦ MI-Access test is for special education students only, so if a student is not marked as SE in MSDS, the test will be invalidated.
- Economically Disadvantaged (ED) – student is identified in one of the four categories (will remain ED for a full school year): free/reduced lunch; migrant; homeless; included in direct certification file from the Department of Health and Human Services
- Homeless (HL) – student is identified in MSDS as homeless and will remain homeless for the full school year
- Migratory Status (MS) – updated in the Michigan Migrant Education Database System (MEDS) and loaded to MSDS and pulled by DAS
- Use the column filters!

Accountable Students & Test Verification



- Verification of Answer Documents
 - Only opportunity to report missing tests (online and paper/pencil test)
 - Only opportunity to review tests marked prohibitive behavior (PB) and nonstandard accommodated (NS) and appeal
 - Issues are submitted from the Secure Site
 - Know who tested and who did not test (and why) beforehand

Accountable Students & Test Verification



- **Verification of Not Tested**

- Possible accountability exemption and required federal reporting
- Have teachers keep track of reasons students did not test.
- Have medical documentation ready.
- Family vacations – absent
- Students suspended – required to test
- Administrative Error – data that could have been fixed in MSDS (such as student exit date) misunderstood if a student needed to test
- Enter MI-Access S and P alternative social studies test
- No MI-Access for grade 12 students
- If a reason is not entered, it will be defaulted to “absent” for accountability reporting.

Security



- Each district should have one or more District Administrator level users (more than one is recommended)
 - Can see and do everything, including accountability screens
 - Can approve user system requests
 - Can enter new users
 - Can change user security
 - Can inactivate users
- Users who have district or school level access other than administrator level will not have access to accountability screens (Scorecard and Annual Measurable Achievement Objectives (AMAO) for EL students)
 - If users should have access, they would need to be given a second role of District Accountability or School Accountability

Security



- Users can request access or additional access from the Request Access page
 - District/school administrator level users can approve or reject the request.
 - NEW – when approving the request, you can add it to an existing profile and do not need to create a new profile
- Profile names
 - This is for the user's purpose – make it meaningful
 - ✦ Do not use Social Security numbers.
 - ✦ Suggest using district or school name if user has access to multiple districts or schools
 - Helps identify which profile to use for a task if they have multiple profiles
 - Admin level users can change the profile name after it is created, if needed

Security



- Don't forget to inactivate users when they leave or no longer need access to the data
 - DAS does not know when a staff member leaves and would still have access to your data
 - District administrator level users can only be inactivated by DAS through the request of the superintendent via email or faxed letter
- Student data on the Secure Site is protected by FERPA
 - NEVER, EVER share your login and password
 - Your access will be inactivated if it is known that you shared
 - Only users needing the data on the Secure Site should have access

Tricks to the Site



- Column filters
- Student names are links
 - Use the pre-ID report to access multiple student records instead of searching for each one.
- Collapsing sections
- Student search
 - Use partial name search to ensure you find the correct student.
 - Student number search may bring back incorrect students. This number is not unique to students in Michigan.
- You can un-assign students from the test cycle from the Pre-ID Student Report
- Student Data File with scores always released before printed reports
 - If you only want scores, download the file and the student data file layout and delete the columns not needed.
 - A complete Student Data File can be downloaded again.
- What tricks or tidbits do you have?

Secure Site Resources



- www.Michigan.gov/securesitetraining
- Call 877-560-8378, select option 3
- E-mail baa@Michigan.gov
- Keep your contact information in MEIS up-to-date, especially your e-mail address.

Chat with Kaylee



Thank you!